

U.S. Department of Labor



Employment Standards Administration
Office of Workers' Compensation Programs
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October 7, 2003

MEMORANDUM FOR: FEDERAL AGENCIES IN REGION X

FROM: Barbara C. McDonald
Communication Specialist

SUBJECT: TRAINING FOR INJURY COMPENSATION SPECIALISTS,
MANAGERS/SUPERVISORS

The Office of Workers' Compensation Programs (OWCP) provides three different types of training assistance to Federal Agencies.

TWO AND A HALF DAY WORKSHOPS FOR INJURY COMPENSATION SPECIALISTS AND
OTHER AGENCY PERSONNEL WHO PROVIDE DIRECT ASSISTANCE TO INJURED WORKERS.

This workshop provides an in-depth study of the statute, regulation, conditions of coverage, and benefits provided by the Federal Employees Compensation Act, as well as the "processing" of injury claims by the employing agency. It is designed for staffers who do the paper work involved with claims processing who deal directly with OWCP. There is no fee for the course or materials provided. Please advise me of registrations at the e-mail address below. The schedule of classes is:

February 10 to 12, 2004 Portland
March 9 to 11, 2004 Seattle
April 14 to 16, 2004 Anchorage
May 12 to 14, 2004 Boise

June 8 to 10, 2004 Seattle
July 13 to 15, 2004 Spokane
August 10 to 12, 2004 Portland
September 14 to 16, 2004 Seattle

ADVANCED ICS WORKSHOP

The class will focus on strategies in reducing your compensation costs. Topics will include the Federal Employees Safety Health Return-to-employment Presidential Initiative, the importance of maintaining contact with the injured employee, OWCP nurse services, job offers, and importance of early referral for vocational rehabilitation services. I will discuss our administrative process with respect to the various topics.

In addition, the office will let you view our imaging process from beginning to end. You will be able to view documents as seen by the claims examiner.

Both classes will be held in Seattle and are scheduled:

May 18 to 19, 2004
August 17 to 18, 2004

We ask that anyone who enrolls in this class have completed the basic two and a half day Injury Compensation Specialist workshop and have experience with the program. The class assumes you have a basic understanding of the program.

Because of limited class size, pre-registration is required. To register, please send the following information to me at e-mail address McDonald.Barbara@dol.gov with the name of each participant, e-

mail address, postal address, and phone number for each person. We will confirm enrollment upon receipt of the e-mail and the instructor will mail specific information to the attendees 2 to 3 weeks prior to the class. For more information, please use the above e-mail address.

MANAGEMENT AND SUPERVISORY SEMINARS

Our management staff can meet with groups, large or small, of senior managers to develop strategies for cost containment, rehabilitation, job modification, and general effective management of the FECA program.

We also provide a half-day for administrative personnel and first line supervisors that include an overview of the FECA program, responsibilities of the injured worker and the supervisors.

Unless we will be in the area for a Basic ICS Workshop, the travel expenses of OWCP instructors should be provided by the requesting agency.

All e-mail regarding any agency training should use the following Subject Line to facilitate tracking:
2004 Agency Training.